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Effective September 5, 2006, Colour Drop Copy Service will discontinue the copy service for the [Oakland](#) and [San Francisco](#) Divisions. Effective this date, the [Oakland](#) and [San Francisco](#) Divisions will perform the copy services. Any large print requests (exceeding 100 pages) will be sent to an off-site copy service.

To obtain copies and pricing, please contact the Clerk's Office directly.

Court Information:

We **do not** accept fax copy requests.

Copy Requests must be submitted by mail or in person at the Clerk's Office. Please use the [Copy Request Form](#) for all copy requests.

All copy requests **must be paid in advance**.

Payments must be paid with cash (exact dollar amount), business checks from non-debtor(s), money order, or cashier's check. **No personal checks will be accepted.**

Credit card payments may be submitted from non-debtor(s) when presented in person at the Clerk's Office.

A credit card pre-authorization form from non-debtor(s) must be submitted for credit card payments not presented in person at the Clerk's Office.

Regular copy requests (under 100 pages) will be processed **within 72 hours**.

Large print requests (exceeding 100 pages) will be sent to an off-site copy service (requests and pricing are available through the Clerk's Office).

Court Location:

U.S. Bankruptcy Court
Oakland Division
1300 Clay Street, Suite 300
Oakland, CA 94612
(510) 879-3600

U.S. Bankruptcy Court
San Francisco Division
235 Pine Street, 20th Floor
San Francisco, CA 94104
(415) 268-2300

Court's Pricing Schedule:

Photocopies for Physical Court Files	\$0.50 per page
Printing Electronic Records (Records from CM/ECF)	\$0.10 per page
Search of Records	\$26.00 per case
Archive Retrieval from Federal Records Center	\$45.00 per case
Certified Copies	\$9.00 per document

Copy Requests will be completed within a 72-hour time period

File Attachment:

 [Copy Request Form](#)

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